



TEXAS ALCOHOLIC BEVERAGE COMMISSION
invites applications for the position of:

Accountant IV/ Accounts Payable Accountant

SALARY: \$3,520.33 - \$5,166.67 Monthly

OPENING DATE: 04/06/22

CLOSING DATE: Continuous

GENERAL DESCRIPTION:

NOTICE

This posting has been revised to "Open Until Filled."

Performs complex (journey-level) accounting work. Work involves preparing financial statements, records, documents, and reports; assists with establishing, maintaining, and overseeing accounting systems, procedures, and controls; and assists with the development and review of procedures, policies, rules, and regulations. Specializes in State of Texas Accounts Payable processes and guidelines. Trains staff and provides guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS (EJFs):

(40%) Classifies, codes, posts, and balances financial and accounting documents and records in CAPPS Financials and USAS.

- Prepares financial statements, reports, schedules, and exhibits; prepares and audits general journal entries; and prepares and audits payment, cash, purchase, travel, and related vouchers.
- Checks accounting operations in progress, and reviews and audits completed financial records for accuracy and conformance with legal and departmental procedures and regulations and makes correcting entries as needed.

(20%) Prepares periodic analyses of expenditures; and prepares technical reports on estimates, cost data, and budget items. Researches and reconciles discrepancies in accounts and bank statements and reports findings.

(20%) Maintains adequate records of expenditures, funds, appropriations, and expenses.

- Audits accounting and financial documents for accuracy and compliance with departmental policies and procedures and state and federal statutes.

- Maintains and determines the accuracy and reliability of agency accounting records, such as expenditure, fund, appropriation, and expense records; and ensures that agency assets are accounted for properly.
- Maintains systems and controls necessary to provide accurate accounts of expenditures and budget balances for agency programs.

(15%) Assists in planning procedures and regulations to control the disbursement of allocated funds and in preparing letters of instruction, manual revisions, and related forms as necessary.

- May assist in planning accounting and administrative support work procedures.
- May instruct staff on the maintenance of accounting records on expenditures and the posting of adjustments.
- May provide guidance to others.

(5%) Performs related work as assigned.

MQS, KSA, LICENSE/CERTIFICATIONS:

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, or related field, plus two (2) years state accounting experience

OR

Graduation from a standard senior high school or equivalent plus six (6) years state accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of governmental accounting; budget control methods, policies, and procedures; and laws and regulations pertaining to financial operations.
- Skill in the use of office equipment and computer software to include calculators, USAS, TINS, CAPPS, Word, and Excel.
- Ability to interpret and apply accounting theory to transactions, to work accurately with numerical detail, and to analyze, consolidate, and interpret accounting data.
- Ability to analyze, recommend, and test improvements, adaptations, or revisions to the accounting system and accompanying procedures.
- Ability to work accurately with attention to detail and be able to meet strict deadlines.
- Ability to plan, coordinate and prioritize workflow to accommodate monthly reporting and additional timelines.
- Ability to communicate effectively orally and in writing and to provide guidance to others.
- Ability to maintain professional working relationships with agency personnel and the public.

REGISTRATION, CERTIFICATION OR LICENSURE:

None

PHYSICAL REQUIREMENTS/SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

This position functions in a standard office environment with a regular schedule of Monday – Friday between the hours of 8:00 a.m. to 5:00 p.m. This position also requires the ability to lift 10 pounds and repetitive use of a keyboard and mouse at a workstation.

MILITARY OCCUPATIONAL SPECIALIST (MOS) CODE:

Veterans, Reservists or Guardsmen with an MOS or additional duties pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

For more information see the Texas State Auditor's Military Crosswalk at

Supplemental Information:

The Texas Alcoholic Beverage Commission reserves the right to adjust compensation based upon legislative mandates in regard to TABC's and/or an employee's contribution to the Employees Retirement System. In compliance with Senate Bill 321, agencies that hire a person who has retired from the Employees Retirement System (ERS) or the Law Enforcement and Custodial Officers Supplemental Fund (LECOS) on or after September 1, 2009 are required to remit a surcharge each month the return-to-work retiree is employed. Candidates meeting these requirements will be offered a lower base salary to cover the surcharge.

The Commission will conduct a criminal history and driver record check with the Texas Department of Public Safety in accordance with applicable standards on all finalists for this position.

More than one position may be filled from this posting.

Applicants should clearly describe on their applications how they meet the minimum qualifications for the position. Qualifications may be verified through testing. Resumes will not be accepted in lieu of the completed application. Incomplete applications may not be considered.

The Immigration Reform and Control Act of 1986 requires all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Alcoholic Beverage Commission participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization; For more information, see:

<https://www.e-verify.gov/about-e-verify/what-is-e-verify>

Males between the ages of 18 and 25 years, inclusive, may be required to furnish proof of either selective service registration or exemption there from as a condition of state employment. The Texas Alcoholic Beverage Commission adheres to the Veteran's Preference granted in Chapter 657 of the Texas Government Code and the Former Foster Children Preference granted in Chapter 672 of Section 1, Subtitle B, and Title 6 of the Texas Government Code

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.tabc.texas.gov>

5806 Mesa Drive #165
Austin, TX 78731
(512) 206-3220

tabchr@tabc.texas.gov

Position #202200040
ACCOUNTANT IV/ ACCOUNTS PAYABLE ACCOUNTANT
SC

Accountant IV/ Accounts Payable Accountant Supplemental Questionnaire

- * 1. Did you graduate from a standard senior high school or equivalent?
☐ Yes ☐ No

- * 2. Did you graduate from an accredited four-year college or university, with major coursework in accounting, finance, or related field?
☐ Yes ☐ No

- * 3. Do you have two (2) or more years full-time experience in state government accounting?
☐ Yes ☐ No

- * 4. Do you have six (6) years or more of full-time experience in accounting and financial operations?

☐ Yes ☐ No

* Required Question